

## **MADERA COUNTY**

### **PUBLIC HEALTH NURSING DIRECTOR**

#### **DEFINITION**

Under administrative direction, to manage, supervise, and coordinate the activities and operations of the Public Health Nursing Division within the Public Health Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Public Health Director.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates Public Health nursing services and programs of Madera County including categorical and mandated programs; selects, directs, supervises, trains, and evaluates assigned personnel; prepares work schedules and authorizes leave; oversees the planning, organization, and conduct of clinics; serves as a liaison to community boards for senior citizens, Head Start, Early Start, perinatal outreach, AIDS, communicable diseases, and maternal, child, and adolescent health; answers correspondence regarding medical findings, programs, and nursing services; represents the Health Department with a variety of commissions, boards, and community organizations; directs and coordinates a program for expanding the experience of nursing students; serves as a nursing resource for Department and other County staff; develops information and prepares a variety of reports; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; develops and prepares grant proposals; coordinates press releases and public information notices; plans, develops, and coordinates community needs assessment; evaluates nursing programs in terms of present and future needs of the County; may perform some nursing duties when required; may serve as County Communicable Disease Control Officer and Immunization Coordinator.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a public health nursing program.

Principles, methods, and procedures of nursing as applied to public health needs and practices.

Current trends and practices in professional nursing.

Preventive medicine.

Causes, treatment, prevention, and early detection of communicable diseases, chronic diseases, and handicapping conditions.

Child growth and development and procedures involved in promoting maternal and child health.

Community aspects of nursing programs, including community resources and teaching of preventive medicine techniques.

**Madera County**  
**Public Health Nursing Director (Continued)**

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**Knowledge of:**

Community resources available for public health programs.  
Sociological, psychological, and physical problems involved in public health nursing.  
Principles and practices of budget development, preparation, and expenditure control.  
Grant cycles and Federal financial participation guidelines.  
Principles of supervision, training, and performance evaluation.  
Principles and techniques of management and program administration.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Manage, supervise, and coordinate public health nursing activities and operations.  
Supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Participate in the development and preparation of the assigned budget and expenditure control.  
Serve as a resource for nursing problems and issues.  
Provide instruction in disease prevention and promote proper nursing care services.  
Effectively represent the Public Health Department and nursing services to the public, community organizations, boards, commissions, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible experience in public health nursing programs and services including three years of supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in nursing or a related field.

***Madera County***  
***Public Health Nursing Director (Continued)***

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**License or Certificate:**

Possession of a valid license to practice as a Registered Nurse in the State of California.  
Possession of a valid California State Public Health Nursing Certificate.  
Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, and infectious diseases; ability to travel to different sites and locations.

**Effective Date:** May, 1995